Regional Wireless Cooperative
Board of Directors
Agenda
September 26, 2013

	ITEM	PRESENTER
1)	**Call to Order, Roll Call and Opening Comments**	Chair Campbell – El Mirage
2)	**Approval of RWC Board Meeting Minutes from May 23, 2013** **This item is for information, discussion and action.**	Chair Campbell – El Mirage Est. 2 min
3)	**Maricopa County Community College District Membership** The purpose of this item is to review and request Board approval of Maricopa County Community College District's request to become an RWC Member. **This item is for information, discussion and action.**	Mr. David Felix – RWC Executive Director & Chief Mikel Longman – MCCCD Est. 10 min
4)	**Subscriber Classification Policy** The purpose of this item is to present the new Subscriber Classification Policy and request approval from the Board. **This item is for information, discussion and action.**	Mr. David Felix – RWC Executive Director Est. 5 min
5)	**RWC Annual Report** The purpose of this item is to review the RWC Annual Report and request Board approval. **This item is for information, discussion and action.**	Mr. David Felix – RWC Executive Director Est. 5 min.
6)	**Audit Committee Vacancy** The purpose of this item is to request the Board to appoint a Board member to fill the vacancy on the Audit Committee left by the retirement of Chief Galliard. **This item is for information, discussion and action.**	Mr. David Felix – RWC Executive Director Est. 5 min
7)	**RWC Annual Audit** The purpose of this item is to provide an update on the RWC annual audit process being conducted by Clifton-Larson-Allen (CLA) and appointment of Audit Committee. **This item is for information and discussion.**	Kelli Butz – RWC Accountant III Est. 10 min
8)	**Governance Working Group Update** This purpose of this item is to update the Board of Directors on the continued efforts of the Governance Working Group. **This item is for information and discussion.**	Chair Campbell – El Mirage Police Chief & Mr. David Felix – RWC Executive Director Est. 15 min.

9)	**700 MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project - Update** The purpose of this item is to update the Board on the status of the upcoming 700 MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project. **This item is for information and discussion.**	Mr. Bill Phillips – Phoenix ITS Est. 10 min.
10)	**7.11 Upgrade** The purpose of this item is to update the Board on the completion of the 7.11 software upgrade. **This item is for information and discussion.**	Mr. Bill Phillips – Phoenix ITS Est. 5 min.
11)	**RWC System Performance Data** The purpose of this item is to brief the Board on the performance of the RWC system. **This item is for information and discussion.**	Chair Campbell & Mr. Bill Phillips – Phoenix ITS Est. 10 min.

12)	**Executive Director's Report**
	   A. FCC Petition
	   B. Project Updates
	      1. Paradise Valley - update
	      2. ASU - discussion
	      3. Wickenburg - discussion
	   C. Arizona Public Safety Communications
	      Administrators Forum
	This item is for information and discussion.
		Mr. David Felix – RWC Executive Director
		
		Est. 10 min.

13)	**Call to the Public** **This item is for information only.**	Chair Campbell – El Mirage
14)	**Announcements & Future Agenda Items** The purpose of this item is to communicate any Board announcements or future agenda items. The date of the next Board Meeting: October 9, 2013 from 9:00 – 11:00 a.m. (Joint Board Meeting) **This item is for information only.**	Chair Campbell – El Mirage
15)	**Adjourn**	Chair Campbell – El Mirage

ITEM 2

Board of Directors
MINUTES
May 23, 2013

Maricopa Association of Governments
302 N. 1st Avenue
Phoenix, Arizona 85003

Board Members Present / Board Members Absent

Board Members Present			Board Members Absent
Paul Adams *	Chris DeChant	David Lind *	Wade Brannon
John Bennett	Mike Frazier	Paul Luizzi	Brenda Buren
Steve Campbell	Bob Hansen	Tim Van Scoter	Mark Gorla
Wayne Clement	Brad Hartig	Paul Wilson	Jim Haner
Bob Costello	Dave Heck * **	Ed Zuercher	Marc Walker
Susan Daluddung	Danny Johnson		
*Board Alternate	**Telephone Participant		

Staff and Public Present

Brent Ackzen	Domela Finnessey	Ron Parks	Mike Sumnicht
Kelli Butz	John Gardner	Bill Phillips	Shannon Tolle
Jim Case	Kacie Howard	Michelle Potts	Timothy Ulery
Dave Clarke	John Imig	Vicky Scott	Patricia Williams
Dave Collett	Doug Mummert	Dale Shaw**	
David Felix	Chris Nadeau	Nick Spino	
**Telephone Participant			

1. **Call to Order, Roll Call and Opening Comments**

   Vice Chair Campbell called the meeting to order at 10:02 a.m. Roll call was taken and a quorum reached.

   Vice Chair Campbell called for a moment of silence to pay tribute to Officer Daryl Raetz and Firefighter Bradley Harper.

2. **Approval of RWC Board Meeting Minutes from March 28, 2013**

   A **MOTION** was made by Mr. Zuercher and **SECONDED** by Mr. Frazier to approve the minutes as presented. **MOTION CARRIED UNANIMOUSLY (17-0)**.

3. **Approval of Board Chair Nomination**

At the March 28th Board meeting, an agenda item called for a Nominating Committee to be created in order to nominate a new Chairperson for the Board or Directors. A motion was made to elect Vice Chair Campbell to the position, but this action was not on the agenda, and therefore should not have been voted on in accordance with Open Meeting Law requirements.

A **MOTION** was made by Mr. Zuercher and **SECONDED** by Ms. Daluddung to elect Chief Steve Campbell as Chair of the RWC Board of Directors. **MOTION CARRIED UNANIMOUSLY (17-0)**.

4. **Approval of Board Vice Chairman Nomination**

Chief Paul Wilson spoke on behalf of the Nomination Committee, and explained their process for gathering nominations for the Vice Chair position. Nominations were solicited over email, and a Member could nominate someone or nominate themselves for the position. Two names were submitted: Ms. Susan Daluddung, City of Peoria, and Mr. Brad Hartig, City of Scottsdale.

Chair Campbell asked if there were any other nominations to put to the Board for a vote. No other nominations were given. Chair Campbell explained that a show of hands vote would be necessary to vote on each nomination.

Ms. Daluddung addressed the Board, and explained that she volunteered to serve in the capacity of Vice Chair if needed. She stated that she felt Mr. Hartig had more experience working with the Board than she did, and only volunteered to show her interest in participating. She expressed her support Mr. Hartig for the Vice Chair position.

Ms. Daluddung withdrew her nomination for the position. Chair Campbell thanked her for the initiative to participate in the process.

Chair Campbell called for a hand vote, and a telephonic voice vote to elect Mr. Brad Hartig as the RWC Board of Directors Vice Chairman. **VOTE CARRIED UNANIMOUSLY (17-0)**.

The Board congratulated Mr. Hartig on his election. Mr. Hartig thanks the group for the support and expressed how important it is for other Board members to participate in future opportunities since there hasn't been a lot of interest in the past.

Chair Campbell also took this time to recognize the new Board member for City of Goodyear, Interim Fire Chief Paul Luizzi.

5. **RWC CIP Working Group Recommendation**

Mr. Felix explained to the Board that this working group was created to help draft a procedure for how CIP projects would be funded in the future. This will help all members have planning tools for 3-5 year budgets. The CIP Working Group consisted of Chief Wilson, Mr. Zuercher, and Mr. Hartig.

Mr. Phillips gave the Board some of the background about the issue of funding CIP projects in the future so that it would make budget planning more stable. A fixed cost distribution (CIP rate) will be created for the life of the project with no redistribution or reduction in fees if radio count is reduced. This CIP rate will be approved by the Board of Directors before each CIP project. An increase in radio count is allowed for new members, or if a current member increases their radio count by more than 10%. These additional fees would result in revenue for the project, since the required amount has already been funded. The intent is to keep this revenue in a CIP account for future projects.

To set the CIP rate, a timeframe will be chosen where the radio counts will be "frozen" and a snapshot taken to determine how much the CIP rate will need to be to cover the project (cost distribution). These radio counts may be different than the number of radios used to determine Operation & Maintenance fees (O&M). Each year, there will be a "true up" of radio counts. At that time, Special Assessments will not change, but will be updated at the end of the project. If a Member wants to pay their assessment early, that can be dealt with on a case by case basis. Additional funds collected will remain in a CIP account for future projects, or could be requested as a credit by a Member.

Mr. Phillips shows the Board how this process would apply to the upcoming 700MHz project. The new fees shown to the Board are slightly less than previously given due to the addition of radios for the City of Maricopa. Mr. Phillips goes through some examples using the City of Goodyear and City of Phoenix as examples to show how the yearly "true up" occurs. Since the City of Phoenix has already lowered their radio counts below the snapshot level, they can increase their radio count in the future up to 10% of the snapshot level without being charged additional fees. The additional revenue for this project would total around $218,050 in a CIP fund for future projects. That money will be reallocated so that each Member would have a credit toward a future project, unless that Member chose to request a credit.

Mr. Phillips recommends that the Board approve this new procedure for CIP project funding, as well as ask staff to draft a policy outlining the process for future use.

Mr. Zuercher thanked Mr. Phillips and staff for working on the presentation and Chief Wilson for taking the lead on drafting this process. The City of Phoenix has taken a hard look at their radio counts, and Mr. Zuercher wanted to make sure that it was known that it wasn't Phoenix's intention to shift the cost of the project onto the other Members, and this new process will make funding fair.

Chief Wilson followed up the presentation by reminding the Board that they are each responsible for notifying their agency of these budgetary items. Each Board

Member is making a commitment for their agency when they vote on these projects and need to make sure that their respective agencies and Councils are aware of these commitments. This new process will help everyone plan for their future budgets and should alleviate some future budget planning concerns.

Mr. Felix mentioned that this process will provide a consistent procedure to help everyone have information sooner, which helps the planning process.

A **MOTION** was made by Ms. Daluddung and **SECONDED** by Mr. Adams to approve the CIP Working Group recommendation. **MOTION CARRIED UNANIMOUSLY (17-0)**.

6. **Apply the Approved RWC CIP Funding Procedure to the 700MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project**

Following the approval of the CIP Working Group Recommendation procedure, Mr. Phillips then asked the Board to apply that procedure to the upcoming 700MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project. There would be no change in special assessments for members except for those who bring on large number of radios during the course of the project.

The Executive Committee has reviewed this item and supports its approval.

Real goal will be to create a CIP account that will contain funds for future projects, and hopefully not take possible credits. This approved procedure does set up the CIP account for extra funds, but still allows members to take their credit if needed.

A **MOTION** was made by Mr. Adams and **SECONDED** by Ms. Daluddung to approve the RWC CIP Funding Procedure to the 700 MHz Narrow-Banding, TDMA Conversion and Lifecycle Upgrade Project. **MOTION CARRIED UNANIMOUSLY (17-0)**.

7. **Governance Working Group Update**

Mr. Hartig gave the Board a little history about how the Governance Working Group (GWG) came into existence, starting with the Strategic Plan meetings. The GWG was formed to look at the possibility of joining the two governance structures of the TRWC and the RWC. The GWG currently consists of 3 representatives of the TRWC and 3 representatives of the RWC: Chief Harry Beck, Chief Gary Bradbury, Mr. Dale Shaw, Mr. David Felix, Mr. Brad Hartig, and Chief Steve Campbell. The group has met bi-weekly since October 2012.

Mr. Hartig went on to explain the handouts in the Board packet; which included the decision making matrix, joint governance justification, high level narrative to create a regional communication authority. The matrix was used to develop criteria and then each group member applied weights to see what the potential

governance needs to cover. The top two governance structures after the weighted scores were totaled were the "single governance" and "communication authority" options.

Next, Mr. Hartig informed the group that the handout in there packet was an overview of why a merged governance was important to the two systems, as well as the region. Also in the packet is a draft of a narrative that the GWG created to show an overview of the potentially new regional system, with single governance and cost effective and sustainable measures in place. The goal is to have the new system be largely user driven, and to keep everyone involved in the creation in the new system, along with the ability to measure the effectiveness of the system. The narrative was kept general on purpose at this point to allow flexibility in the process as we move forward. The GWG is working to draft a timeline, which will be fairly aggressive, to try to guide this process along, with hopes to have a joint RWC/TRWC Board meeting in the near future to approve the direction of the GWG.

Chair Campbell commented on how well the process has gone so far, and how the two governance documents are really not far apart. The group is determined to keep their guiding principles in mind, and not forget that the needs of the end users and customers have to remain the focus of this effort.

Mr. Wayne Clement questioned the use of the name "Arizona Regional Communication Authority" to see if the future was to encompass the whole of the State. Mr. Hartig informed the group that the GWG is not tied to using that name, but was trying to get away from using RWC or TRWC during discussions to show that we really are creating a new entity. Mr. Clement suggests trying to show what region of the State we are focusing on to be more specific so that way people who are unfamiliar with the organization can see where we are from.

Mr. David Felix went on to explain that the group really was trying to change the "brand" of the organization so that it wasn't one group joining the other. The GWG is open to any suggestions on how to brand the new system. Mr. Dale Shaw echoed Mr. Felix's sediments on the branding. Mr. Felix went on to point out that there may be technical advantages for joining the two systems, as well as staffing efficiencies (for instance encryption management could be combined).

Ms. Susan Daluddung asked for some clarification on the governance model, and if an additional layer of government was what was wanted, or if the RWC & TRWC are dissolved for the creation of the new organization. She also asked for further information on cost effectiveness, since everyone has to be careful with their budgets. Mr. Hartig addressed Ms. Daluddung's comments by explaining that the RWC & TRWC would be eliminated and all members would then reform under the new united governance structure. The group is also looking at additional staff savings, such as a single Executive Director position. Mr. Hartig agrees that further financial analysis will need to be performed to make sure that the new governance structure wouldn't put undue financial pressure on the members.

Mr. David Felix updated the Board that both the RWC and TRWC have members on a Technical Working Group that meet to discuss the technical directions of both systems. Both systems are coordinating future technical efforts to remain compatible with each other. Ms. Daluddung reiterated that cost will be the key in the future and the group will want it to be cost neutral or cheaper than the budget that has been approved.

Chair Campbell mentioned that this is an action item to approve the direction of the Governance Working Group and to ask them to continue their efforts.

A **MOTION** was made by Mr. Hartig and **SECONDED** by Mr. DeChant to approve the progress of the Governance Working Group. **MOTION CARRIED UNANIMOUSLY (17-0)**.

8. **Executive Director's Report**
   a. **Law Enforcement User Forum**

   Mr. Felix briefed the Board on the Law Enforcement User Forum that was held on April 29, 2013. There were dispatch and field operation representatives in attendance to talk about use of the system. There was representation from almost all of the RWC Members who have law enforcement on the system. Overall the forum was extremely successful, and additional meetings will be held in the future.

   b. **FCC Petition**

   Mr. Felix explained that the Notice of Proposed Rule Making has been released by the FCC, and the RWC is drafting a response with comments. The comments are due by June 14th and will be filed on behalf of all RWC members. If members wish, they are able to submit their own comments to the FCC as well.

   c. **Public Safety Radio System Administrators Forum**

   Mr. Felix explained that a forum is being put together for radio administrators from around the State to get together and discuss their systems and learn from each other. The forum will be held June 25th at the Maricopa Association of Governments (MAG). So far, the organizations involved will be the RWC, TRWC, Pima County, Yuma County, Flagstaff/Coconino County, DPS, Maricopa County, and Phoenix Fire VHS system.

   d. **7.11 Upgrade**

   The upgrade is underway, which will improve system reliability and updates key network components. An impact timeline has been given out so everyone should know how the upgrade will impact their system. The database has been frozen and no changes can be made while upgrade is in progress. The upgrade should be completed by June 28th and minimal disruption is

expected.

e. Media Coverage

Mr. Felix explained that there has been some recent media coverage discussing the radio system and fire communication issues. These articles have helped to push the efforts by the GWG with support from both systems. Mr. Felix also spoke with the Arizona Republic in regards to the RWC's role in a certain traffic incident.

9. Call to the Public

None

10. Announcements and Future Agenda Items

Chair Campbell stated that the next scheduled meeting was set for July 25th, but that it may be cancelled. Mr. Felix informed the Board that in past years the July Board meeting has been cancelled to allow for summer break as long as there aren't any pending agenda items. Further notice will be given quickly.

11. Adjournment

Vice Chair Campbell adjourned the meeting at 11:18 a.m.

Respectfully submitted,
Kacie Howard, Management Assistant I

ITEM 3

Regional Wireless Cooperative

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	David Felix, RWC Executive Director	Item 3
SUBJECT:	**MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT (MCCCD) MEMBERSHIP**	

BACKGROUND
The RWC staff, Phoenix Information Technology Services, Motorola Solutions and Creative Communications have been meeting with representatives of the Maricopa County Community College District, Department of Public Safety (MCCCD DPS) to develop MCCCD's radio communications infrastructure and administrative plans to comply with requirements for RWC membership.

THE ISSUE
Starting June 10, 2013, MCCCD DPS Chief of Police Mikel Longman led a team from MCCCD, Phoenix Information Technology Services, Motorola and Creative Communications to hold a series of meetings to determine the requirements for RWC membership. Chief Longman is in the process of standardizing police and security services for the 10 MCCCD main campuses and 19 satellite campuses located across the Valley. This process includes centralized radio communications dispatch and operational protocols. While the planning and deployment process continues, the MCCCD has delivered a signed and executed IGA to the RWC office.

Project planning and infrastructure build-out will continue over the next several months with MCCCD's dispatch center becoming operational in early 2014.
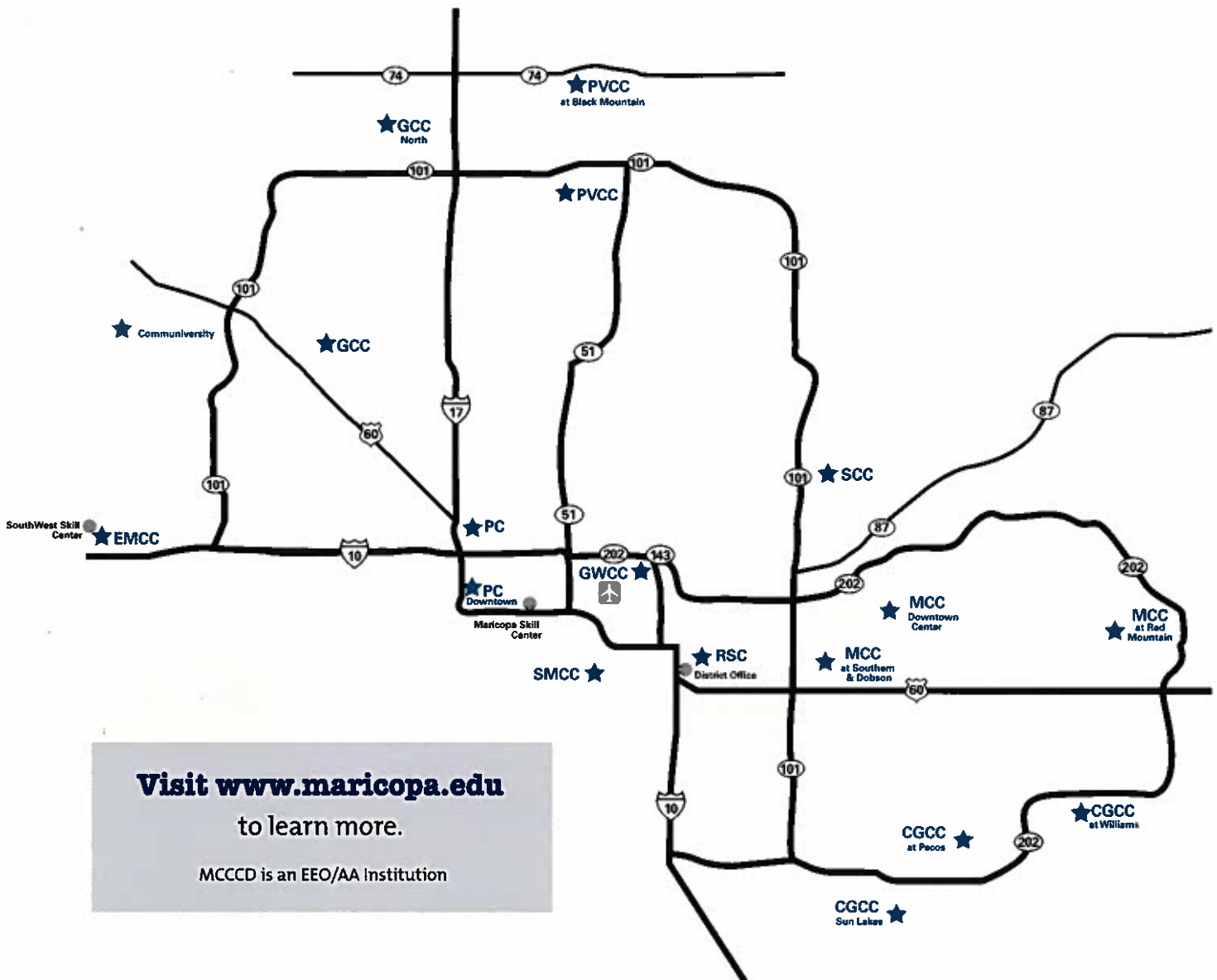
The Maricopa County Community College District has now met all membership requirements delineated in the RWC IGA and Governance.

RECOMMENDATION
The RWC Board of Directors approve the Maricopa County Community College District for RWC Membership. The RWC Executive Committee recommends this action.

About us.

The Maricopa County Community College District (MCCCD) is one of the largest educational systems in the nation and provides affordable education and training services to more than a quarter million students every year in both credit and special interest/noncredit classes. MCCCD delivers effective teaching and learning through innovative occupational programs and training, through extensive partnerships with business and industry, and through a vast array of courses that transfer to baccalaureate-granting institutions.

Visit www.maricopa.edu

to learn more.

MCCCD is an EEO/AA Institution

Chandler-Gilbert | Estrella Mountain | GateWay | Glendale | Mesa

Paradise Valley | Phoenix College | Rio Salado College | Scottsdale | South Mountain | Skill Centers

REGIONAL WIRELESS COOPERATIVE POLICIES AND PROCEDURES	
	No. **O-13.13**
Subject: **Subscriber Classification Policy**	**Effective Date** **06/04/13**

1.0 Purpose

1.1. The purpose of this policy is to define classifications of subscribers on the Regional Wireless Cooperative (RWC).

2.0 Owner

2.1. Operations Working Group (OWG)

3.0 Applies To

3.1. Any entity operating subscriber radio equipment on the RWC.

4.0 Background

4.1. The RWC is a radio communications system that supports both public safety and public service operations.

5.0 Policy Statement

5.1. Subscribers using the RWC network shall be categorized into defined classifications.

5.2. Defined classifications will help normalize Operation and Maintenance (O&M) charges and maintain the accuracy and integrity of subscriber billing.

6.0 Supporting Rules

6.1. Subscriber Classifications:

6.1.1. Operational – Subscribers owned by a Member, Associate or Conditional Participant for operational use, to include: mobile or portable radios, control stations, consoles or any other method of accessing the RWC network.

6.1.1.1. Billable

6.1.1.2. Used on Member specific or interoperable talkgroups

6.1.1.3. Spare subscriber with active ID

6.1.1.4. Stock subscriber with inactive ID is non-billable

6.1.2. Interoperable – Subscribers owned by an entity with an approved RWC Interoperability Agreement.

    6.1.2.1. Non-billable

    6.1.2.2. To be used for interoperability, as authorized on RWC talkgroups.

6.1.3. Cache – Subscribers with an approved Cache Talkgroup plan

    6.1.3.1. Non-billable

    6.1.3.2. RWC Cache plans will be approved by the Operations Working Group (OWG)

6.1.4. Developmental – Subscribers to be used for development of talkgroup plans, subscriber testing, manufacturer and vendor testing

    6.1.4.1. Non-billable

    6.1.4.2. Other approved uses as determined by the Network Operations Manager

    6.1.4.3. Regional Operations will maintain a list of Developmental IDs to be available upon request.

6.1.5. Transitional – Equipment purchased to replace operational subscribers

    6.1.5.1. Non-billable for a period of three (3) months

        6.1.5.1.1. An additional three (3) month period may be granted if requested in writing to the OWG.

    6.1.5.2. Request for Transitional IDs will be submitted to the Network Operations Manager using a RWC Subscriber Workbook.

    6.1.5.3. After the allotted time period, the IDs will become billable.

7.0 Responsibilities

7.1. RWC network users are responsible for maintaining an accurate subscriber inventory.

7.2. It is recommended that RWC network users reconcile their inventory with the Administrative Managing Member on a quarterly basis.

8.0 Conditions for Exception or Waiver

8.1. As provided in the Waiver or Exception Policy.

9.0 Applicable Policies and/or Procedures

9.1. As listed at www.rwcaz.org.

ITEM 5

Regional Wireless Cooperative

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	David Felix, RWC Executive Director	Item 5
SUBJECT:	**RWC ANNUAL REPORT FOR FISCAL YEAR 2012/2013**	

BACKGROUND
Each year an Annual Report is published which summarizes the major activities, accomplishments, projects, budgetary and performance data for the RWC system.

THE ISSUE
The first Annual Report was published for fiscal year 2010-2011 to highlight activities and major accomplishments of RWC administration and system performance. The Annual Report consists of a message from the Executive Director, historical overview, mission statement, organizational structure, members, governance operating structures, financial management, future plans, projects and accomplishments and system performance data.

The Annual Report is developed as a team effort among RWC staff, Phoenix Information Technology, RWC members, project management officer, Phoenix Finance and Budget offices and Motorola. It is published at very low cost and posted on the RWC website for public review and use by member entities or other public safety communications systems administrators.

RECOMMENDATION
The Annual Report has been review by the RWC Executive Committee and is recommended for Board approval.

ITEM 6

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	David Felix, RWC Executive Director	Item 6

SUBJECT: **RWC AUDIT COMMITTEE VACANCY**

BACKGROUND
In 2011, at the recommendation of the auditing firm of CliftonLarsonAllen LLP, the RWC Board of Directors appointed three Board members to serve on an RWC Audit Committee to represent the RWC in reviewing the findings and recommendations of the audit firm. These members were to serve staggered three year terms.

THE ISSUE
Due to the departure of City of Goodyear Fire Chief Mark Gaillard as a member of the RWC Audit Committee, only two members remain – Sun City Fire Chief Jim Haner and Chandler Assistant Fire Chief Marc Walker.

RECOMMENDATION
The Board of Directors to seek a volunteer or select a member of the Board of Directors to serve on the three-person RWC Audit Committee to replace the position held by Chief Gaillard. This new member will serve a three year term.

ITEM 7

Regional Wireless Cooperative

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	Kelli Butz, RWC Accountant III	Item 7
SUBJECT:	**RWC ANNUAL AUDIT FOR FISCAL YEAR 2012/13**	

BACKGROUND
The RWC governance requires an annual independent audit of RWC financial records. The RWC Accountant III will provide an update on the audit process being conducted by CliftonLarsonAllen, LLP (CLA).

THE ISSUE
The annual RWC financial audit work is being conducted by the firm of CliftonLarsonAllen, LLP (CLA). On July 18, 2013, RWC staff attended the audit kickoff meeting with representatives of CLA to discuss the process, timeline, and significant audit areas. The main focus of the audit will be on pooled cash and investments, revenue, and expenditures. In preparation for the audit, RWC Accountant III Kelli Butz has updated the Comprehensive Annual Financial Report (CAFR) and continues to provide items requested by CLA for use by the audit team during their field work to be conducted the week of October 14, 2013.

RECOMMENDATION
Based upon audit process best practices, the RWC Board of Directors appointed a three person Audit Committee with a commitment to serve on the committee for two to three years to provide a level of consistency based on their experience with prior audits.

Similar to last year's process, the Audit Committee will meet with CLA and the RWC staff to review the audit findings. The Audit Committee will recommend changes, develop a response if appropriate, and approve the draft finding and letters for final publication.

If the draft documents are approved, CLA will formally brief the Board of Directors on the audit process and findings at the regularly scheduled November 2013 Board meeting.

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	David Felix, RWC Executive Director	Item 8

SUBJECT: **RWC/TRWC GOVERNANCE WORKING GROUP UPDATE**

BACKGROUND

On October 4, 2012 during the second meeting of the Joint RWC/TRWC Strategic Planning session, the participants formed a Joint RWC/TRWC Governance Working Group (GWG) comprised of members representing the two regional communications systems. The vision of the GWG is: *"To assure seamless radio and data communications to meet the operational needs of the users in a cost effective and sustainable manner."*

THE ISSUE

The GWG has met approximately every two weeks since its formation. It established a vision, mission and guiding principles to focus its efforts on meeting the stated vision. The GWG has engaged in a detailed evaluation of the various governance options in use by a number of systems across the country. The GWG utilized a "decision-making matrix" to structure the evaluation process and build consensus.

The RWC Board of Directors has been briefed individually as well as during recent Board meeting about the progress of the GWG. RWC/GWG members Chair Steve Campbell and Executive Director David Felix will update the Board of Directors regarding recent progress and next key steps. A Joint RWC/TRWC Board of Directors meeting is scheduled for October 9, 2013 to discuss and endorse the next steps in the joint governance process.

RECOMMENDATION

The RWC/GWG members will seek input and perspective from the RWC Board of Directors based upon the October 9th update. RWC/GWG representatives will answer questions regarding the process and discuss potential next steps at the Joint Board meeting.

Regional Wireless Cooperative

BOARD OF DIRECTORS REPORT

TO:	Regional Wireless Cooperative (RWC) Board Members	Agenda Date: September 26, 2013
FROM:	David Felix, RWC Executive Director	Item 12

SUBJECT: **EXECUTIVE DIRECTOR'S REPORT**

The purpose of this report is to provide an update on the following items:

A. FEDERAL COMMUNICATIONS COMMISSION PETITION

BACKGROUND
The Executive Director will provide an update related to the Federal Communications Commission (FCC) mandate that 700 MHz frequencies must be narrow-banded by 2017.

B. PROJECT UPDATE
   a. Paradise Valley – update
   b. ASU -- discussions
   c. Town of Wickenburg -- discussions

C. AZ PUBLIC SAFETY RADIO COMMUNICATIONS ADMINISTRATORS FORUM

BACKGROUND
On June 24, 2013, the RWC hosted an Arizona Public Safety Radio Communications Administrators Forum at MAG. System administrators and technical staff from Flagstaff, Yuma, Pima County/Tucson, TRWC, Arizona DPS and Maricopa County met to discuss basic system configurations, on-going and future projects and infrastructure sharing opportunities. The executive director will brief the Board of Directors on the outcomes of this forum.

Arizona Public Safety Communications Administrators Forum
June 25, 2013
Outcomes/Action Items

The following are some of the key areas of discussion, outcomes and action items that resulted from the meeting of eight of the major Arizona public safety radio communications system administrators and their staffs.

- ✓ System briefings which provided an understanding of the governance structure of each system

- ✓ System briefings which provided an understanding of the technical structure of the eight major regional public safety radio communication systems

- ✓ Major projects in progress or on the horizon for each system

- ✓ Significant governance or technical challenges facing each system

- ✓ Discussions surfaced several infrastructure sharing opportunities such as:

  - ▪ Partnership between DPS and Northern Arizona Regional System
  - ▪ Partnership with Maricopa County who is acquiring access to and building new sites

- ✓ Identified the critical need for modernizing the state's public safety communications system to provide operability for state users and connectivity between regional systems

- ✓ Discussed first steps to support the state's public safety communications system through a coordinated outreach and education process

- ✓ Discussed the role of the Arizona Public Safety Communications Advisory Commission (PSCC), its mission and priorities and its impact on statewide public safety radio systems

- ✓ Identified the need for system administrators to meet at least biannually to continue information sharing, updates on system progress, problem solving and cost saving opportunities

- ✓ Schedule the next system administrators forum